

Commonwealth of Virginia
Department of Professional and Occupational Regulation
Post Office Box 11066
Richmond, Virginia 23230-1066
(804) 367-8526
www.dpor.virginia.gov



Real Estate Board
EXPERIENCE VERIFICATION FORM

This form must be completed by a **principal broker or supervising broker** who can attest to the applicant's real estate sales experience during the required 36-month (salesperson) or 48-month (broker) time-period.

Photocopies of this form may be used to accommodate different brokers that have supervised you during the required 36 or 48 months.

PLEASE NOTE: APPLICANTS CANNOT VERIFY THEIR OWN EXPERIENCE.

Salesperson Applicants (reciprocity applicants only)

18 VAC 135-20-60.6 of the *Real Estate Board Regulations* requires *reciprocity* applicants for real estate salesperson licenses to either 1) be actively engaged as a real estate salesperson for 12 of the 36 months preceding their application for licensure or 2) meet educational requirements that are substantially equivalent to those required in Virginia.

Broker Applicants (examination and reciprocity applicants)

18 VAC 135-20-40.2 and 18 VAC 135-20-60.6 of the *Real Estate Board Regulations* require applicants for real estate broker licenses to be actively engaged as a real estate salesperson and/or broker for 36 of the 48 months preceding their application for licensure. Out-of-state licensed principal broker or sole proprietor applicants reciprocating to Virginia may ask a licensee or attorney to attest to their experience.

Applicant's Legal Name

First Middle Last Generation
(SR, JR, III)

Firm Name

Trade Name

Firm's Principal Broker

First Middle Last Generation
(SR, JR, III)

I, _____, the firm's PRINCIPAL ☐ SUPERVISING ☐ BROKER, certify that the
Name of Principal or Supervising Broker (select one)

above-named applicant has been employed by, or associated with, a real estate firm and has been actively engaged (active licensure with a licensed real estate firm of sole proprietorship in performing those activities defined in §54.1-2100 and §54.1-2101 of the *Code of Virginia*) for an average of at least 40 hours per week.

_____ months from _____ to _____
(Number of Months) (Month, Day, Year) (Month, Day, Year)

Broker's Signature

Principal or Supervising Broker's License Number

APPLICATIONS AND SIGNATURES MUST BE ORIGINAL. FAXES AND COPIES WILL NOT BE ACCEPTED.

FORM MUST BE COMPLETE TO BE PROCESSED.